

**SUNY Downstate School of Public Health  
Student Council Meeting  
Thursday, July 27<sup>th</sup>, 2017  
5:30pm**

**I. Introductions**

Kirsten facilitated the introduction of each member.

Kirsten Weisbeck  
Natalie Charles  
Samantha Lawrence  
Andrew Hasenzahl  
Eleonora Fasanella D'amor  
Sharron Yusvayev  
Margot Swift  
Justin Tien  
LeConte Dill  
Richard Bentley

**II. Approval of Meeting Minutes/secretary report**

At the last meeting, we focused on the transition meeting to set up the new council. We approved the new budget, which we will ratify again today. We worked through the introductions for each member as well as a description of the roles. Each prospective member stated their interests in the roles and how they were qualified for each of them. The exiting council voted

Mr. Bentley suggests revising minutes.

Kirsten motions to amend the minutes from last meeting to attach budget from last meeting and to add the last names of new members.

Justin seconds the motion.

Motion approved unanimously.

**III. Constitutional Amendments**

It is difficult to get together to pass motions so we would like to amend the constitution to include a clause that allows for urgent matters to pass motions via email.

Kirsten shared a document

Kirsten wants to work on concrete roles for each member. She will share this for input from all members.

Mr. Bentley would like background on roles. He is unsure if we are creating new positions or are we clarifying each duties of the officers. Kirsten clarifies that is a little bit of both, specifically relating to events. We found that for incoming members, during the election process it is not

clear what the responsibilities are for each new member. So, we are hoping to make that clear beforehand to avoid confusion.

These will be voted on at the next meeting.

#### **IV. President Report/ Members Interest**

##### **A. New member at large position**

Since our last meeting, our second VP Daniela has decided to step down. To function as a council, we need 7 members, although more is better. Kirsten clarified the role of member at large for Sharron and Samantha, explaining to them that this is an opportunity to provide support as needed, to vote, to divide the work, and to join committees.

In terms of event support – flyers, announcements.

Members at large are also important for input with events.

*Sharron is interested in member at large.*

Samantha would like to know if this is the only option or if there is more available. Mr Bentley says that we don't even have a 2<sup>nd</sup> VP in our constitution, so we should be appointing it as an at large position. We can establish committees so we can do this at any time in any time of role. He recommends not to be too specific because that gives us the flexibility to adjust tasks and duties.

Nathalie sheds light on the fact that the events coordinator has been named, so the option is there to be a co-chair. This would be in a member at large title with a subtext specifics

Kirsten is asking if Sharron or Samantha are interested in anything specific.

Samantha has ideas, more specific to events– networking, hands on public health workshops. So that could be events coordinator co-chair or others

Kirsten explains that these ideas fit into other events for which we already have the framework for.

Kirsten motions to have both Sharron and Samantha join us as members at large.

Justin seconds the motion

Motion approved unanimously.

##### **B. Meeting updates:**

1. SAASFSR – student and faculty relations – student council was asked to submit a proposal describing the improvements we were looking for. Some topics included alum outreach support, career development support (FE postings). The ultimate decision was to create a task force to address these topics. Kirsten is working with marketing team to develop different ideas about how to relay FE, take control of LinkedIn account. Bridging the gap between where we are now and until overhaul of website. So, they are looking for work study students – to collect updates from students and SPH in general. They are



always looking for student updates and Eleonora reminds everyone that Dr Helzner is a good point of contact.

## 2. Board of Directors: early July meeting

Major take away – we want to do what we can to support the bookstore, it is going through big transition. So hopefully we can work with Timothy Stockmar (manager there), to keep in mind that for anything we do event related (swag bag, t-shirt), we should work with him to develop SPH gear

## 3. Marketing committee

### C. Committee Appointments –

Kirsten is on the tech fee committee, one of the student fee – large tech related purchases. Working with Dr. Bentley to develop proposals for students. In limbo as we wait for new building to open – that includes big purchases already. Kirsten is asking that if anyone has any recommendations, to speak up.

Dr. Dill explains – one example of a tech fee product is a camera for the student council. Kirsten- iPads for rent for presentations

*Curriculum committee – Eleonora presented what the curriculum committee is about. Justin is interested in being a part of that*

*SAASFRS committee – Maggie is interested*

*Lousette is interested in the community committee*

Kirsten wants this to be on everyone's radar, doesn't need to be filled immediately.

### D. Proposed events –

Based on what we did last year in terms of timing – Kirsten would like for everyone to go through this to start thinking about which events they can help to plan, prepare for, and/or host.

This list includes events and when planning should start happening. We started to plan for the career fair last year and would like to host this year. We ran into various problems and decided to put this on hold. Dr Hoepner shared a list of event spaces where we could hold this event. Kirsten suggests we consider using funds to reserve a central location. This is the event that would require a point person who can meet with the faculty member who plans on support us. Last year we had a letter, list of companies, contact info.

Going through the year, things to keep in mind –

- end of august has new student orientation – introduce the council, you, your program, and welcome students to join us. If anyone is free, let Kirsten know.

- early September – leadership seminar – general procedures for clubs and organizations – Kirsten and Maggie are going, if anyone else is interested
- early September activity fair – need people there to represent the council and engage and inform students about council activities
- October – student faculty mixer – good place for students to mingle with each other and faculty. Bentley asked us where it will be held and noted that an off-campus location is acceptable provided it is approved in advance.
- November – preparing for student alumni mixer which takes place in December
- Community service events – one per semester. Last fall we did toiletry drive, spring food drive. We can do the same thing or do something different. Nathalie suggests a toy drive. Justin recommends combining it with a mixer
- January – started to prepare for career development
- Flagging events for the rest of the spring – to keep on the radar

Kirsten prepared an event task list – check boxes – purely for references, to give a guide

#### E. Preferred communication –

slack is an option

Kirsten will send link to get other's feedback to see how people feel about it

#### F. Upcoming events

Natalie will be at new student orientation –

Dr. Dill will be there as well

Maggie is asking about the leadership seminar – Bentley explains that this is a review on how to have successful club, council, activity fees, process for reservations/necessary incidentals, reviewing hot topics of this year

#### **V. Treasurer's report / Approval of 2017-2018 budget**

Bentley describes the report – fiscal year, from June 1<sup>st</sup> to May 31<sup>st</sup>. FSA certifies the budget to make sure we have balanced budget. We spend less last year, so we have a roll-over fund that ends up in programs and projects so we can fund more spontaneous events

Bentley says to use the money to make those events happen – warns not to just sit on the money. Students will start getting concerned because we are rolling over too much

Kirsten - We had a lot of events last year but scope was smaller. The tendency is to think conservative but suggests we expand our vision.

Recommends that with these tentative events we start putting together a budget and send a message to Margot about the event and speculative cost to get the ball rolling on these ideas.

Collaboration with other schools – start thinking about requests for funds. Last year, Sex in Medicine week came around this time. Consider participating and shedding public health light on this event.



Bentley asking if public health students get involved with BFC. Something he recommends we make a contribution to them, getting funding from other councils so we should think about it. Even if something nominal.

**After reviewing the proposed budget for the new academic year, Kirsten invites us to ratify the eMail approval of the proposed budget for the 2017-2018 student council. (see attached budget)**

**Kirsten motions to ratify the eMail vote for the proposed budget (see attached budget).**

**Eleonora seconds the motion.**

**Motion approved unanimously.**

## **VI. Discussion among former student council**

### New business

Kirsten asking if there is any new business.

Andrew is on several committees – voting member on university council. Asked to present about the students to the president board deans – he wants to go through each council to understand the pressing issues in each student body.

- Academically –
- strengths, opportunities, professional training -
- facilities –

Kirsten can forward the list we have been working since last spring.

This idea will be presented to deans on August 8<sup>th</sup> at 1pm – they are choosing commencement speakers for 2018 commencement. Pres Riley wants student representation at the meeting Kirsten suggests we think about it – and get back to him

Someone with connection to downstate with qualities for PH, Medicine, and graduate studies

The website is another issue we address – that is a hot topic.

Several students mentioned online classes – no one likes them

Dr. Dill wants to welcome this new committee – have fun, destress, be productive,

Bentley is giving positive feedback of new agenda

## **VII. next meeting**

A doodle calendar invite will be sent for the follow up meeting

Kirsten will share the drive from last year. There is a folder for each meeting so all documents are there

Bentley would like to share this with him

Eleonora motions to adjourn. Motion approved unanimously 6.58 PM.

Respectfully submitted by:  
Lousette Saint Victor  
SPH Council Secretary



**2017-18 SPH Budget Approval Conducted via eMail  
May 31<sup>st</sup>, 2017**

The School of Public Health Student Council has conducted an eMail vote to approve its 2018 Budget since the Budget is past due and council member time constraints have prevented a physical meeting. The proposed budget (see Attachment 1) and the following motion were presented by Kirsten Weisbeck and seconded via eMail to the council members:

**Motion:** To approve the attached proposed 2017-18 Budget as presented.

On May 31<sup>st</sup>, 2017, the following four members representing a quorum responded unanimously "yes". This eMail vote will be presented for ratification at the next SPH Student Council meeting, expected to take place in late June 2017 and shall be appropriately documented in the meeting minutes submitted timely following that meeting.

Caroline Dolce, President  
[caroline.dolce@downstate.edu](mailto:caroline.dolce@downstate.edu)

Diana Yusim, Vice President  
[diana.yusim@downstate.edu](mailto:diana.yusim@downstate.edu)

Eleonora Fasanella d'Amore, Secretary  
[Eleonora.fasanelladamore@downstate.edu](mailto:Eleonora.fasanelladamore@downstate.edu)

Kirsten Weisbeck, Treasurer  
[Kirsten.weisbeck@downstate.edu](mailto:Kirsten.weisbeck@downstate.edu)

Respectfully submitted by:

Kirsten Weisbeck  
SPH Student Council Treasurer





**Faculty Student Association of DMC-Student Activity Fund****School of Public Health Student Council (SPH)****FY 2018 = June 1, 2017 through May 31, 2018****Proposed Budget**

Instructions: Fill in **Column E (Budget)**. SAF income has been pre-filled with prior year actual; FSA Admin Fee is increased by 2.4% (CPI). Insert additional rows where necessary; Any needed new account #s will be inserted when budget is certified. Subtotal and Total fields have calculated formulas - do not alter

Submit for certification by deadline: Fri May 5, 2017. Submit to FSA Office (1) this budget with (2) completed [Budget Agreement Form \(link\)](#) and (3) signed meeting minutes at which the council approved this budget. FSA will return a certified budget to the Council officers once final fiscal year end (May 31) balances are known.

Account	Description	Current YTD Est @5/31/17	Budget FYE 2018	Comments
<b>Income</b>				
40-42092-013-30001	ACTIVITIES FEES INCOME	\$ 5,540.00	5,540	based on prior yr actual
40-40001-013-30001	ROLLOVER BALANCE	5,643.41	5,529	estimate any current yr funds not spent as of 5/31/17. If a current year expense will be paid after 5/31/17, be sure to add an expense row for it.
<b>Total Income</b>		<b>\$ 11,183.41</b>	<b>11,069</b>	<i>Formula Cell- Do not alter</i>
<b>Program Expenses</b> in Title Alpha sequence				
40-70009-013-30001	ADMINISTRATION FEE	\$ 53.00	54	
40-70044-013-30001	CLUBS	1,850.00	940	
40-70055-013-30001	CONFERENCE SUPPORT	2,000.00	1,800	
40-70097-013-30001	EVENTS	1,583.15	2,000	
40-70135-013-30001	MEETINGS EXPENSES	168.00	400	
40-70174-013-30001	PROGRAMS & PROJECTS	-	5,575	
<b>Total Program Expense</b>		<b>\$ 5,654.15</b>	<b>10,769</b>	<i>Formula Cell- Do not alter</i>
<b>Balance Before Reserves</b>		<b>5,529.26</b>	<b>300</b>	<i>Formula Cell- Do not alter</i>
<b>Reserves:</b>				
40-30008-013-30001	RESERVE FUND	-	300	
<b>Total Reserves</b>		<b>\$ -</b>	<b>300</b>	<i>Formula Cell- Do not alter</i>
<b>Total Expenses + Reserves</b>		<b>\$ 5,654.15</b>	<b>11,069</b>	<i>Formula Cell- Do not alter</i>
<b>Total Net Income less Expenses + Reserves</b>		<b>\$ 5,529.26</b>	<b>-</b>	<i>Formula Cell- Do not alter</i>
<b>*SUNY Reserve Guidelines &gt;5% and &lt;100% of prior year actual expenses</b>				